



# COMMUNICATION PROTOCOL

West Park High School believes that close communication between home and school is important to a student's educational success. We value and encourage parental involvement. Should you have questions regarding your student's performance, please contact the teacher directly, so that your questions and concerns can be addressed in an effective and timely manner. We also promote and support students taking the opportunity to advocate for themselves.

## COMMUNICATION COURTESY

- Please allow up to 24 hours for staff members to return phone calls and emails. As for teachers, please allow for 48 hours as they are teaching throughout the school day.
- Additionally, we expect all stakeholders (teachers, staff, students, and families) to enjoy communication-free evenings, weekends, and holidays.
- We also ask that you call to make an appointment when you wish to meet with staff members and/or teachers.

## PLEASE FOLLOW THE PROCEDURES LISTED BELOW IF YOU HAVE ACADEMIC CONCERNS

- 1** Student should contact their teacher to determine when they are available for extra support and interventions.
- 2** If in class support is not working, student should ask teacher to make an appointment for individual help.
- 3** Parent and Student email teacher to set up a meeting to discuss the next steps for student success
- 4** Parent/Student contact the Counselor to meet to discuss progress in class
- 5** If needed, the Counselor will contact an Administrator